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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 2 October 1961

FROM : Chief, Clerical Training

SUBJECT: Weekly Activities Report, No. 35  
27 September - 3 October 1961

1. Number in Clerical Induction Training: During the week of 25 - 29 September 1961, there were 81 trainees in Clerical Induction Training; of these 32 entered classes for the first time.

2. Number in Clerical Orientation Training: During the week of 25 - 29 September 1961, there were 42 trainees in Clerical Orientation Training.

3. Result of Official Agency Testing Administered in Clerical Induction:

(a) The results of the tests administered to the entrance-on-duty employees for the week of 25 - 29 September were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	33	15
Shorthand	13	0

(b) The results of the tests administered to clerical applicants for the week of 25 - 29 September were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	13	5
Shorthand	4	2

4. Personnel Notes:

(a) [REDACTED] last day on duty was 29 September 1961. 25X1A9a

(b) [REDACTED] was on sick leave for three days of this week.

(c) [REDACTED] was on leave for two days of this week, arranging for the move into the home which he recently purchased. 25X1A9a

[REDACTED] 25X1A9a

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